# STANDARD OPERATING PROCEDURES

TITLE:  PROCESSING SDRS FOR RCP

| RESPONSIBILITY | STEP | ACTION |
|---|---|---|
| DRMS-OPR | 1 | SDRs are submitted for these categories:<br>a) RTD customer SDR submission to DRMS-OPR<br>b) DEMIL Center SDR submission to DRMS-OPR<br>c) GL SDR submission to DRMS-OPR<br>d) SLH Over 30 days with No XR1 submission to DRMS-OPR |
| RCP Liaison | 2 | On your computer, log on to WebSDR at: https://www.daas.dla.mil/websdr/login.asp. |

1. Choose "Submit an SDR".
2. Then choose "New SDR".

Process as follows:
1. Document Number/Suffix box – Type in the Requisition number.
2. Customer Control Number – Type in your site, i.e., Anniston.
3. SDR Type – Choose the type of SDR.
4. Hit Continue.
5. Select the type of Discrepancy that best suits the situation.
6. Hit Continue.
7. Fill in as much info as you can in next page,
8. Hit Continue.
9. Next page is Invoice, Transportation and Procurement Information.  Fill in as appropriate, Hit Continue.
10. Next page is Shipment, Billing and Receipt Information.  Fill in with the info if you have any.
11. Then you come to Discrepancy Data – Fill in all fields.  If you do not have a unit price on your item, use $100.00 as the default.
12. Hit continue
13. Select the Action Code most appropriate. Hit Continue.

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| RCP Liaison | 2 | 13(Cont'd).  Follow up with any additional remarks, funding info and the Preparing Official should pre-populate with your name, phone number and email. Hit Continue. <br> 14. Next, complete the info for whomever you want this SDR distributed to.  Fill the #1 with Sarita Glass' information. Hit Continue. <br> 15.  Review to make sure all is completed correctly, then Hit Submit.  Go back and print a copy for your files. |
| RCP Liaison | 3 | When an SDR is submitted from the field, make sure that the RCP HQs SDR POC (Sarita) has received copies of the SDRs via email/fax when email is down. |
| RCP HQs SDR POC | 4 | The HQs POC will print off the SDR, annotate the appropriate spreadsheet located on the "I" drive at: I:\OPR\FY06 SDR Information and file for RCP's official records. |
| RCP Liaison | 5 | All of the RCP Liaisons will validate that there information has been received by the HQ SDR POC, Sarita Glass every Thursday. |
| RCP Liaison | 6 | All SDR Responses will be forwarded to the HQ DRMS SDR POC, Sarita Glass for action as needed. |
| RCP HQs SDR POC | 7 | The RCP HQs POC/Sarita will contact the applicable Account Monitor for any additional information they may have on the property before preparing a FLIPL or any other documentation as necessary when reporting these items as RCP loses. |
| **Policy Reference timeframe** | | Reference DLAI 4140.55 <br> Response time for RODs/SDRs: <br> Controlled Items – 30 calendar days <br> All others – 55 calendar days |
| RCP Liaison | 8 | On the 25th day, if you have not received a response from the Depot, prepare a Follow-up in WebSDR. |

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| RCP Liaison | 9 | Seven (7) days later, if you still haven't received a response, prepare a 2$^{nd}$ follow-up. |
| RCP Liaison | 10 | If no response is received within 7 days after the 2$^{nd}$ follow-up, elevate the matter to HQ DRMS SDR POC, Sarita. |
| RCP HQs SDR POC | 11 | The SDR POC will follow up with DDC and prepare all final documentation to report items as lost. |